

Summer Food Service Program (SFSP) Steps to Apply for New Non-School Sponsors

Step 1 Register with the Contract and Payment Express (C&PE).

Registering with the Office of the State Budget is required to receive payment from the State of Michigan. If your agency is already registered with the C&PE, go to Step 2.

- Go to www.michigan.gov/cpexpress on the Internet
- Click on Go to C&P Express
- Click on the New User button to register

The screenshot shows the Michigan State Budget Office website. The header includes the Michigan State Budget Office logo, the text 'State Budget Office', and 'Michigan Department of Technology, Management and Budget'. The navigation bar contains links: Michigan.gov Home, Budget Home, Budget and Office of Financial Mgmt. FAQs, Site Map, and Contact Budget. A search bar is on the right. Below the navigation bar, there are social media links for print, email, Like, Tweet, and Share. The main content area is titled 'Welcome to Contract & Payment Express (C&PE)'. It features a red circle around a green button labeled 'Go to C&P Express'. Below this, there is a section for 'HEADLINES' with three items: 'IMPORTANT NOTICE REGARDING ELECTRONIC PAYMENTS DEPOSITED INTO FOREIGN ACCOUNTS', 'State of Michigan payees are able to direct EFT payments into multiple bank accounts. The direct deposit (EFT) sign up process is completely paperless.', and 'Multiple Bank Accounts Overview Training' (Suggested for previously registered business payees). The last item is 'C&PE Pre-Registration Overview Training' (Suggested for those registering for the first time). The footer contains the text 'Who is this Website for?'.

State Budget Office
Michigan Department of Technology, Management and Budget

MICHIGAN.GOV
Michigan's Official Website

Michigan.gov Home | Budget Home | Budget and Office of Financial Mgmt. FAQs | Site Map | Contact Budget | Search

Office of Financial Management

Office Responsibilities
Financial Reports
Vendor Information/Forms

Inside the State Budget Office

Executive Budget
Budget Process
Financial Reports
Budget Offices
Office of Internal Audit Services

Contract & Payment
express
for Vendors & Payees

print | email | Like | Tweet | Share

Welcome to Contract & Payment Express (C&PE)

FAQs | Keywords | Contact Us | **Go to C&P Express**

When you are ready to register, please click on the 'Go to C&P Express' button.

HEADLINES

- **IMPORTANT NOTICE REGARDING ELECTRONIC PAYMENTS DEPOSITED INTO FOREIGN ACCOUNTS**
After September 18, 2009, if electronic payments from the State of Michigan are deposited into a U.S. account and then are automatically redirected to a foreign account, the electronic transmission may fail. Please contact your financial institution to determine what options are available to ensure continued electronic transmission of your payments.
- State of Michigan payees are able to direct EFT payments into multiple bank accounts. The direct deposit (EFT) sign up process is completely paperless.
- [Multiple Bank Accounts Overview Training](#) Suggested for previously registered business payees
- [C&PE Pre-Registration Overview Training](#)
Suggested for those registering for the first time

Who is this Website for?

Step 2 Create Agency Profile in Education Entity Master (EEM)

Creating a profile in EEM is required in order to access Michigan Department of Education (MDE) web-based applications. This step is necessary to:

- Generate your agency entity number/agreement number
- Grant users access to EEM

A five page manual provides directions for creating your agency profile. If your agency already has a profile, go to Step 3.

- Go to www.michigan.gov/sfsp on the Internet
- Scroll down to Sponsor Forms and Publications
- Click on *Non-School Recipient Steps for Accessing the Educational Entity Master (EEM)*.

Sponsor Operational Memos

- [Fiscal Year 2012](#)
- [Archives-Sponsor Operational Memos](#)

Sponsor Forms & Publications

- [Steps to Apply for New Non-School Sponsors](#) PDF
- [Non-School Recipient Steps for Accessing the Educational Entity Master \(EEM\)](#) PDF
- [USDA Guidance Handbooks](#)
- [Income Eligibility Forms](#)
- [Field Trip Notification Form](#) PDF
- [Meal Counting and Claiming](#)
- [Meal Patterns and Food Production](#)
- [Posters for SFSP Sponsors](#)
- [Procurement and Costs](#)
- [Site Training and Monitoring](#)
- [Temporary Site Change Form](#) PDF
- [The Key to Reimbursement Summer Food Service Program 2012](#) PDF

Step 3 Create a Michigan Education Information System (MEIS) account number.

A MEIS account is required to access Michigan Department of Education (MDE) web-based applications. If you already have a MEIS account number, go to Step 4.

- Go to www.michigan.gov/meis on the Internet
- Under Authorization Information click on Create an MEIS Account
- Create your MEIS account number
- Print or write down the MEIS account number, login and password

The screenshot shows the Michigan Department of Education website. The header includes the Michigan Department of Education logo and the text "Michigan Department of Education". The navigation bar contains links for "Michigan.gov Home", "MDE Home", "Site Map", "FAQ", "Contact MDE", and "Online Services". A search bar is located on the right. The left sidebar lists various categories: Grants, State Board of Education, Offices, Programs, News & Publications, Curriculum & Instruction, School Administration, Parents & Family, Assessment and Accountability, and Library of Michigan. The main content area is titled "MEIS User Management v1.4" and includes a welcome message, a "Jump to a category..." dropdown menu, and a list of "MEIS Data Submission Applications". The "Authorization Information" section is highlighted with a red circle around the "Create a MEIS Account" link. Other sections include "Adequate Yearly Progress and Education YES!" and "Cash Management System (CMS)". The right sidebar contains links for "MI Business One Stop", "Departments/Agencies", "Online Services", "Surveys", "RSS Feeds", "MDE Quick Links", "Superintendent's Podcast", "Twitter", "Find us on Facebook", and "SBE Meeting Videos".

Michigan Department of Education

Michigan.gov Home | MDE Home | Site Map | FAQ | Contact MDE | Online Services

Search

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Welcome

MEIS User Management v1.4

MEIS To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo (to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.

Jump to a category... Go

MEIS Data Submission Applications

Mich Online Educator Certification System (MOECS)

- Michigan Online Educator Certification System

Authorization Information

- **Create a MEIS Account**
- MEIS Authorized User Removal Request PDF
- Verifying Your MEIS Authorized Users

Adequate Yearly Progress and Education YES!

- Michigan School Report Card

The Michigan School Report Card is designed to provide parents, teachers, school administrators and the general public with a comprehensive view of school performance and student achievement.

> More

Cash Management System (CMS)

- Podcast: CMS Overview Video
- Cash Management System (CMS)

MI Business One Stop

- Departments/Agencies
- Online Services
- Surveys
- RSS Feeds
- MDE Quick Links
 - Contact MDE
 - Michigan eLibrary (MeL)
 - Michigan Online Resources for Educators
 - ISD Financial Reports
 - Directory of Schools
 - Notices & Public Comments
 - No Child Left Behind
 - Recognition Programs
 - Family Fundamentals Pre K-3 Learning Activities
- Superintendent's Podcast
- Twitter
- Find us on Facebook
- SBE Meeting Videos

Step 4 Complete and submit a Child Nutrition Security Agreement.

The security agreement is required to gain access to the SFSP application.

- Go to www.michigan.gov/meis on the Internet
- Under Child Nutrition Programs click on Child Nutrition Program Security Agreement
- Print a copy of the Security Agreement
- Complete the agreement and fax to Ruby Zavala at 517-373-4022
- Wait 24 – 48 hours to allow time to process the agreement

Child Nutrition Programs (CNP)

- **Program Applications**
 - [Michigan Electronic Grants System Plus \(MEGS+\)](#)
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
 - [Child and Adult Care Food Program \(CACFP\) - SM-4213-C](#)
 - [Schools Meals Program - SM-4012-SL](#)
 - [Summer Camp Special Milk Program - SM-4012-SC](#)
 - [Summer Food Service Program \(SFSP\) - SM-4012-SF](#)
 - [Child and Adult Care Food Program \(CACFP\) - FDCHClaims](#)
- **Year End Report School Meals Program - SM-4012-A/R**
- [LEARS-Verification Summary Report](#)
- [MiND Michigan Nutrition Data System](#)
- [Child Nutrition Program Security Agreement](#) PDF

Financial Information Database (FID)

- [Financial Information Database \(FID\)](#)

Michigan Electronic Grants System(MEGS/MEGS+)

- [Michigan Electronic Grants System Security Agreement Form](#) PDF
- [MEGS Quick Guide](#) PDF
- **Login to MEGS**
- [MEGS Security Authorization](#) PDF
MEGS Directions

> [More](#)

Step 5 Complete the SFSP Application.

- Go to www.michigan.gov/meis on the Internet
- Click on the Michigan Electronic Grants System *Plus* (MEGS+) link

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Michigan Department of Education

Michigan.gov Home | MDE Home | Site Map | FAQ | Contact MDE | Online Services

Search

Grants

- > Archive: Active/Historical Grant Programs
- > Libraries and Librarians
- > Other Federal and Private Grant Sources
- > Michigan Electronic Grant System (MEGS)
- > MEIS (Michigan Education Information System)
- > GEMS (Grant Electronic Monitoring System)

State Board of Education

Offices

Programs

News & Publications

Curriculum & Instruction

School Administration

Parents & Family

Assessment and Accountability

Library of Michigan

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Superintendent's Podcast

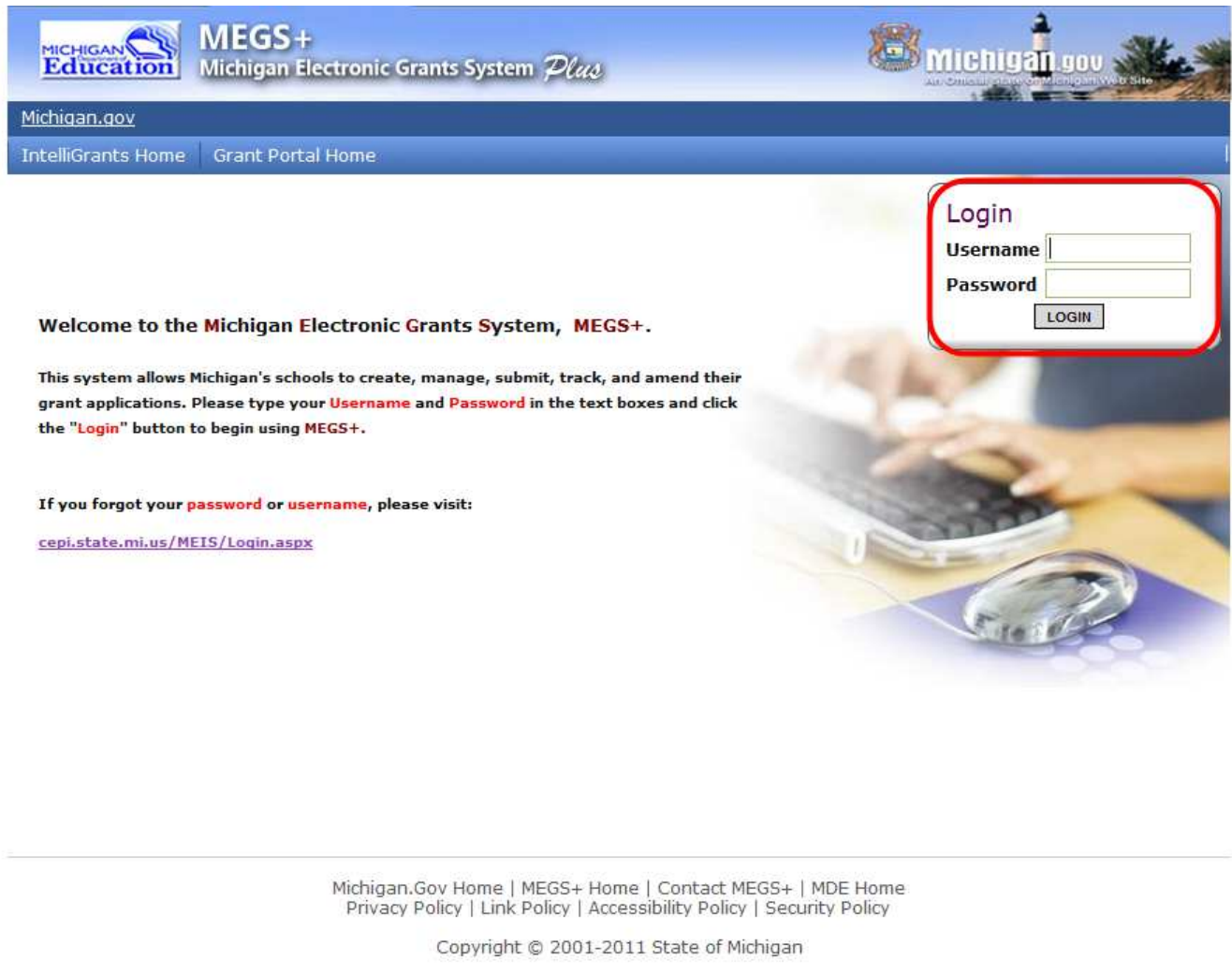
Twitter

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SBE Meeting Videos

Step 5 Complete the SFSP Application (con't).

- Enter your login and password
- Select the fiscal year for the application under Start an Application
- Click on Help on the Main Menu for instructions on how to complete the application
- Complete and submit the application



The screenshot shows the MEGS+ login page. At the top, there is a header with the Michigan Education logo, the text "MEGS+ Michigan Electronic Grants System Plus", and the Michigan.gov logo. Below the header is a navigation bar with links to "Michigan.gov", "IntelliGrants Home", and "Grant Portal Home". The main content area features a "Login" form with fields for "Username" and "Password", and a "LOGIN" button. The form is highlighted with a red border. Below the form, there is a welcome message and instructions on how to use the system. At the bottom, there is a footer with links to various policies and the copyright notice.

Michigan.gov

MEGS+
Michigan Electronic Grants System *Plus*

Michigan.gov
An Official State of Michigan Web Site

[Michigan.gov](#)

[IntelliGrants Home](#) | [Grant Portal Home](#)

Login

Username

Password

Welcome to the **Michigan Electronic Grants System, MEGS+**.

This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your **Username** and **Password** in the text boxes and click the "**Login**" button to begin using **MEGS+**.

If you forgot your **password** or **username**, please visit:
cepi.state.mi.us/MEIS/Login.aspx

Michigan.Gov Home | MEGS+ Home | Contact MEGS+ | MDE Home
Privacy Policy | Link Policy | Accessibility Policy | Security Policy

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Approval and Record Keeping

Upon approval, you will receive a message via MEGS+ system and the applications current status can be found at the top of you application. A member of our staff will contact you to schedule Pre-Operational Review.

Start keeping records to support meal reimbursement such as:

- Menus
- Meal attendance
- Receipts and invoices for food and food service supplies

Record keeping forms are available on the Internet at www.michigan.gov/sfsp. Scroll down to Sponsor Forms and Publications.

Questions?

Contact the SFSP by phone at (517) 373-3347 or e-mail at MDE-SchoolNutrition@michigan.gov